

ENVIRONMENT, SAFETY, HEALTH AND QUALITY DIRECTORATE

BROOKHAVEN NATIONAL LABORATORY

Procedure No: DH-ADM-006

Revision No: 0

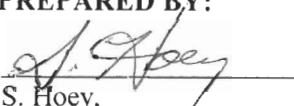
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WORKER OCCUPATIONAL SAFETY AND HEALTH COMMITTEE (WOSH) POLICY AND REQUIREMENTS

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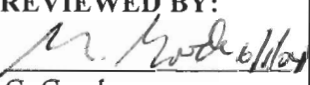
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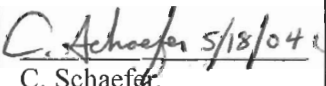

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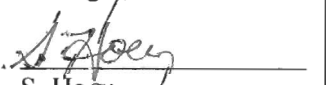
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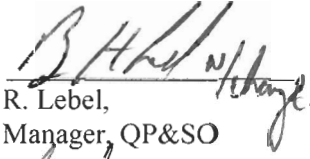
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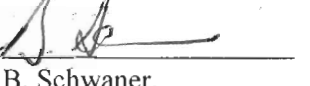
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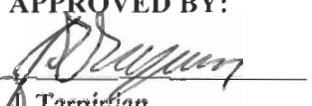

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EFFECTIVE DATE:

June 1, 2004

REVIEW CYCLE: 2
Years

**ESH&Q DIRECTORATE PROCEDURE
BROOKHAVEN NATIONAL LABORATORY**

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1.0 PURPOSE

- 1.1 To define the function and processes associated with establishing and maintaining the Worker Occupational Safety and Health (WOSH) Committee for the ESH&Q Directorate.
- 1.2 To ensure the representation of ESH&Q Directorate workers in work-related OSH issues. This procedure is intended to help ensure workers have the time and resources to participate actively in the processes of organizing, planning, implementing, evaluating and improving the Worker Safety & Health management system.

2.0 RESPONSIBILITIES

- 2.1 The Worker Occupational Safety and Health Committee (WOSH) shall encourage, initiate and periodically monitor improvements in OSH, as per the "Charge of the WOSH Committee" (Attachment 1).
- 2.2 The WOSH Committee shall meet a minimum of once per quarter.
- 2.3 Division and Office Managers shall elect members to the WOSH Committee. Group Leaders and Supervisors should not be members of the WOSH Committee. The Committee membership shall consist of worker representatives of the following Sections or Groups within ESH&Q:
 - Administrative Group (1)
 - Safety and Health Services Division (1)
 - Radiological Control Division (1)
 - Environmental and Waste Management Services Division (1)
 - Training and Qualifications Office (1)
 - Quality Management Office (1)
- 2.4 The ALD for ESH&Q has the responsibility to charter the WOSH Committee.
- 2.5 At the first meeting of the calendar year, members shall select one member as Chair for the entire year. The Chair acts as the liaison between the WOSH Committee and the ESH& Directorate Management.
- 2.6 A minimum of 4 members shall be present to constitute a quorum. Actions shall be taken by majority vote. The Chair may cast a tie-breaking vote.
- 2.7 The Chair shall ensure that a current list of committee members is distributed (preferably electronically) to all ESH& Directorate employees, along with a copy (link) of this SOP.
- 2.8 Depending on subject matter, the Chair may request members from other groups to attend specific meetings. WOSH members should serve a maximum of three (3) years.

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- 2.9 The WOSH Committee Chair shall arrange meetings, record minutes and make recommendations to the ESH&Q ALD.
- 2.10 The WOSH Committee members and Committee Chair shall serve as a communications mechanism to and from ESH&Q Divisions/Offices and ESH&Q ALD.
- 2.11 The WOSH Committee Chair shall ensure arrangements and procedures are established and maintained for:
 - 2.11.1 Receiving, documenting and responding appropriately to worker communications related to OSH.
 - 2.11.2 Ensuring that the concerns, ideas and inputs of workers and their representatives on OSH matters are received, considered and responded to.
- 2.12 The WOSH Committee Chair, or his/her designee, shall work with the ALD for ESH&Q and help prepare an annual presentation for the EMS/OSH Management Review.

3.0 DEFINITIONS

None.

4.0 PREREQUISITES

- 4.1 The WOSH Committee has been chartered by the ALD for ESH&Q.

5.0 PRECAUTIONS

None.

6.0 PROCEDURE

- 6.1 After Division Managers and Office Managers have submitted member names, the Assistant Lab Director for ESHQ shall arrange for the first WOSH Committee meeting and set the agenda to:
 - 6.1.1 Select a Chair.
 - 6.1.2 Review and ratify (as necessary) the charge of the WOSH Committee.
 - 6.1.3 Define Committee methods to receive, document and respond appropriately to worker communications related to OSH.
 - 6.1.3 Define committee methods to ensure that the concerns, ideas and inputs of workers and their representatives on OSH matters are received, considered and responded to.
- 6.2 After the first meeting, the elected Chair shall schedule meetings and prepare an agenda from that point on, and after one (1) year of service arrange to elect the next WOSH Committee Chair.

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- 6.3 The WOSH Committee Chair, or his/her designee, shall record the minutes of the meetings and forward them to the ESH&Q ALD, Division Managers and Office Managers.
- 6.4 The Chair shall consider the following:
- 6.4.1 Each meeting, the Committee reviews the latest quarter injuries and injury investigation reports.
 - 6.4.2 Each meeting, the Committee reviews the latest quarter Critiques and Occurrences that are applicable to the Directorate.
 - 6.4.3 Each meeting, the Committee reviews the latest quarter feedback from any executed Work Permits.
 - 6.4.4 Each meeting, the Committee reviews other performance criteria that they consider appropriate.
- 6.5 The Committee Chair shall solicit recommendations from the Committee members regarding 6.4.1 through 6.4.4 and forward recommendations to management (as part of the meeting minutes) if needed.
- 6.6 When requested by the Assistant Lab Director for ESHQ, the Committee Chair shall appoint a member or members to review ESH&Q training programs and modify, as necessary, to ensure their relevance and effectiveness.
- 6.7 When requested by the ALD for ESHQ, the Committee Chair shall appoint a member or members to review and recommend modifications, if necessary, to the Department's procedures that are relevant to hazard mitigation and control. The review shall be to ensure their relevance and effectiveness from the workers' perspective.
- 6.8 When requested by the ALD for ESHQ, the Committee Chair shall appoint a member or members to review job Risk Assessments (JRA's) prepared by the ESHQ Divisions/Offices. The review shall ensure their relevance and effectiveness from the workers' perspective.
- 6.9 When requested by the ALD for ESHQ, the Committee Chair shall appoint a member or members to review and recommend modifications, if necessary, to new work methods, materials, processes or machinery before they are introduced to the workplace. The review shall be to ensure their relevance and effectiveness from the workers' perspective.
- 6.10 The WOSH Committee Chair, or his/her designee, shall work with the ALD for ESH&Q and help prepare an annual presentation for the EMS/OSH Management Review.
- 6.11 Define committee methods to ensure that the concerns, ideas and inputs of workers and their representatives on OSH matters are received, considered and responded to.

7.0 IMPLEMENTATION AND TRAINING

This procedure is implemented upon the effective date.

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8.0 REFERENCES

- 8.1 Occupational Health and Safety Assessment Series, OHSAS 18001, 1999, British Standards Institute.
- 8.2 Occupational Health and Safety Assessment Series, OHSAS 18002, 2000, British Standards Institute.

9.0 ATTACHMENTS

Attachment 1 - Charge of the WOSH Committee.

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ATTACHMENT 1

Charge of the WOSH Committee

The Worker Occupational Safety and Health (WOSH) Committee shall ensure arrangements and procedures are established and maintained for:

- Receiving, documenting and responding appropriately to worker communications related to OSH
- Properly disposition concerns, ideas and inputs of workers on matters related to OSH.
- Each quarter, the Committee shall review results of injury/illness investigations, feedback from the Work Planning System, Critiques and Occurrences and make appropriate recommendations.

From time to time and at the request of the Assistant Lab Director for ESHQ, the Committee or designated members shall review and recommend modifications, if necessary, to Department's procedures, training documents, Job Risk Assessments, and any modification or introduction of new work methods, materials, processes or machinery. The review shall be from the workers' perspective.